



# HRLAD

## Time and Leave Administration

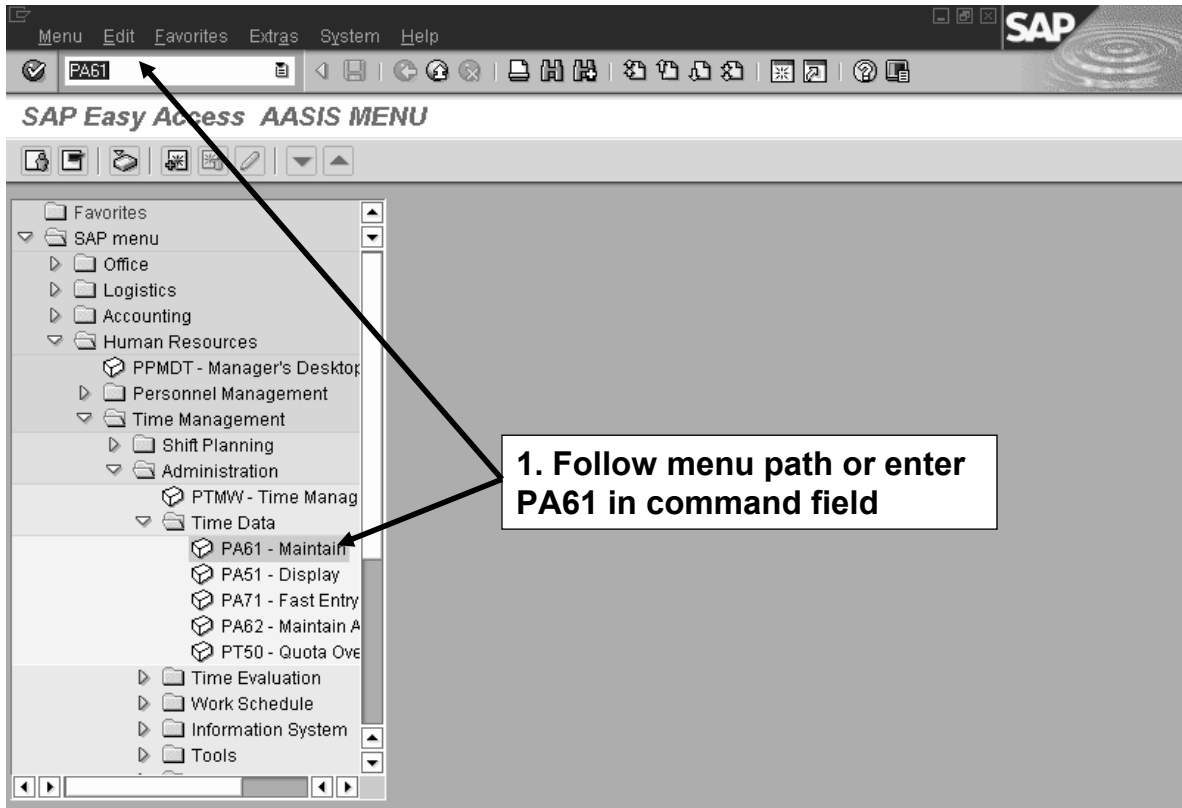
### Chapter 7 – Substitution

#### Create Substitution when:

- 1) An exempt employee works hours that are different from their work schedule. Example: Employee works Monday thru Friday, 8 hours per day, changes work schedule to Monday through Thursday 10 hours per day for a temporary period of time.
- 2) Employee is scheduled to work on a day that is normally an “Off” day. The employee has been rescheduled to work the off day and is sick. An absence cannot be recorded on the off day unless a substitution is created.



# PA61 - Substitution



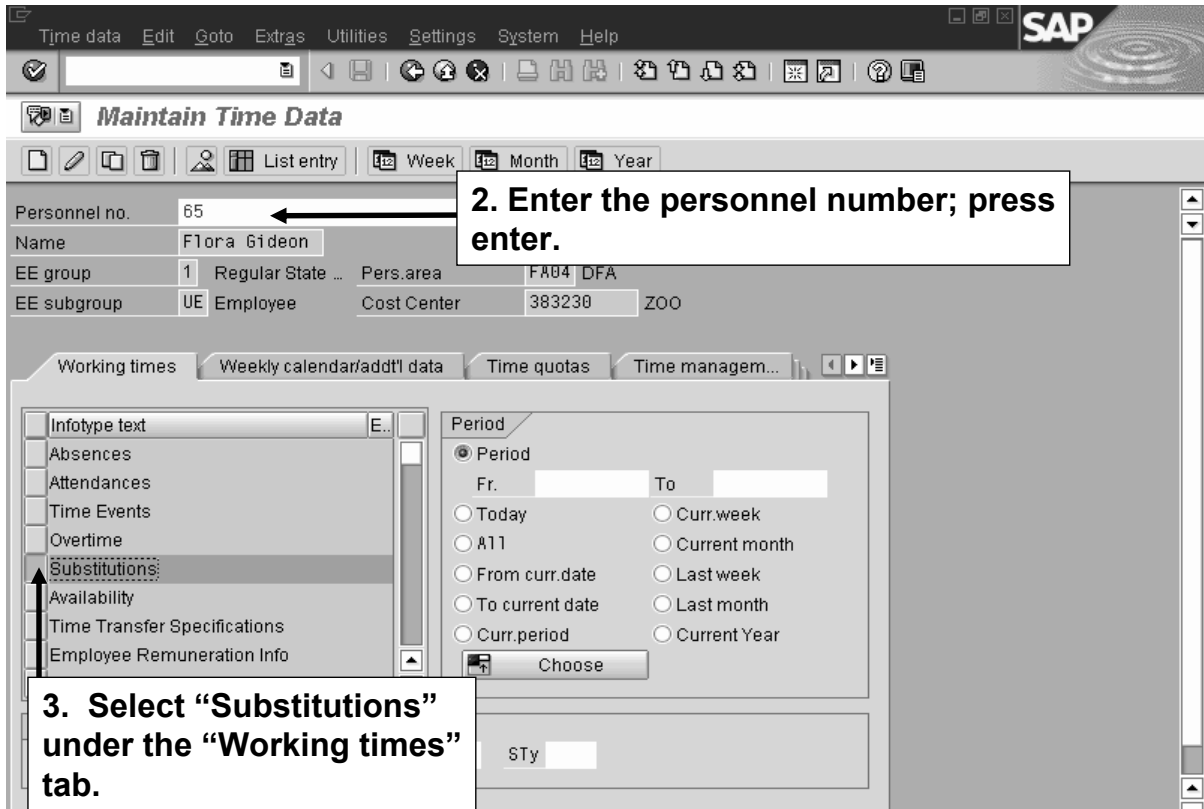
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If an employee's work schedule is long term or permanent, the "Maintain Planned Working Time" (Infotype 0007) should be changed.

**Menu path is Human Resources > Time Management > Administration > Time Data > Maintain**

# PA61 - Substitution



The screenshot shows the SAP PA61 - Substitution screen. The top menu bar includes Time data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The main window is titled "Maintain Time Data" and has tabs for List entry, Week, Month, and Year. The "List entry" tab is active, showing a form for maintaining time data. The form includes fields for Personnel no. (65), Name (Flora Gideon), EE group (1 Regular State ...), Pers.area (FA04 DFA), EE subgroup (UE Employee), and Cost Center (383230 ZOO). A callout box points to the Personnel no. field with the text: "2. Enter the personnel number; press enter." Below the form, there are tabs for Working times, Weekly calendar/add'l data, Time quotas, and Time managem... The "Working times" tab is active, showing a list of infotypes on the left and a "Period" selection area on the right. The "Substitutions" infotype is selected in the list. A callout box points to the "Substitutions" infotype with the text: "3. Select 'Substitutions' under the 'Working times' tab." The "Period" selection area includes radio buttons for Today, Curr.week, Curr.month, Last week, Last month, and Current Year, along with a "Choose" button.

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Temporary work schedule changes are recorded on infotype (2003 - Substitutions) for exempt employees. There is only one subtype for Substitutions infotype which will default when you select create.

# PA61 - Substitution

**5. Click to create**

**4. Select the period when the substitution is in effect**

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

List entry Week Month Year

Sideon  
ular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383230

Working times Weekly calendar/add'l data Time quotas

Infotype text E..

Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period

Period

Fr. 021504 To 022804

Today Curr.week  
All Current month  
From curr.date Last week  
To current date Last month  
Curr.period Current Year

Choose

Direct selection

Infotype STy

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In this example, an exempt employee's work schedule will change for one payperiod.



## PA61 - Substitution

**Create Substitutions**

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No: 65 Name: Flora 6... Status: Active  
EE group: 1 Regular State Em... Personnel ar: FA04 DFA  
WS rule: MF01 5x8 Mond... SSN: 112-66-0835  
From: 02/15/2004 To: 02/28/2004

Subst. type: 02 Shift substitution **Note: This is a defaulted field.**

Daily work schedule  
Daily work schedule DWS grouping: 50

Work schedule rule  
Work schedule rule **6. Click the drop-down button**

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There are two methods in which a change in work schedule may be recorded:

- 1) Daily Work Schedule (DWS) – The total number of hours scheduled to work.
- 2) Work Schedule Rule – Temporary change an existing work schedule for a period of time.



## PA61 - Substitution

Work Schedule Rule (1) 23 Entries Found

Restrictions

Create Substitution

Personnel No: 65  
EE group: 1 Regular S  
WS rule: MF01 5x  
From: 02/15/2004  
Subst. type: 02 Shift su  
Daily work schedule  
Daily work schedule  
Work schedule rule

ES grouping: 2  
Holiday calendar ID: AS  
PS grouping: 50

WS r...	Work schedule rule text	PWS	Start date	End Date
FM01	4x10 Fri - Mon	FM01	01/01/1900	12/31/9999
FT01	5x8 Friday - Tuesday	FT01	01/01/1900	12/31/9999
MF01	5x8 Monday - Friday	MF01	01/01/1900	12/31/9999
MF02	4x8.5 Mon - Thur 6 Fri	MF02	01/01/1900	12/31/9999
MF03	8.5 MT 9W 8.5R 5.5F	MF03	01/01/1900	12/31/9999
MF04	4x9 M-R 4 Friday	MF04	01/01/1900	12/31/9999
MR01	4x10 Monday - Thursday	MR01	01/01/1900	12/31/9999
MT01	4x10 MTUF	MT01	01/01/1900	12/31/9999
RM01	5x8 Thurs - Mon	RM01	01/01/1900	12/31/9999
RU01	12 Sat&Sun 8 Thurs & Fri	RU01	01/01/1900	12/31/9999
RU02	4x10 Thurs - Sun	RU02	01/01/1900	12/31/9999
ST01	12 Sat-Sun 8 Mon-Tues	ST01	01/01/1900	12/31/9999
ST02	4x10 Sat - Tues	ST02	01/01/1900	12/31/9999
SW01	5x8 Saturday - Wednesday	SW01	01/01/1900	12/31/9999
TF01	4x10 Tuesday - Friday	TF01	01/01/1900	12/31/9999
TS01	5x8 Tuesday - Saturday	TS01	01/01/1900	12/31/9999
UMWF	5x8 Sun - Mon Wed-Fri	UMWF	01/01/1900	12/31/9999
UR01	5x8 Sunday - Thursday	UR01	01/01/1900	12/31/9999
UR02	6.5 U 8.5 M-W 8 R	UR02	01/01/1900	12/31/9999
UW01	4x10 Sun - Wed	UW01	01/01/1900	12/31/9999
UWF1	5x8 Sun - Wed Friday	UWF1	01/01/1900	12/31/9999

23 Entries Found

7. Double-click on the appropriate work schedule

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The exempt employee normal work schedule was (MF01 - Monday – Friday 5X8). For this payperiod only, the employee will be required to work (MR01– Monday – Thursday 4X10).



## PA61 - Substitution

The screenshot shows the SAP PA61 Substitution screen. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main menu bar has 'Personal work schedule', 'Assignment', and 'External services'. The main content area displays the following data:

Personnel no.	05	Name	Flora G...	Status	Active
EE group	1	Regular State Em...	Personnel ar	F#04	DFA
WS rule	MF01	5x8 Mond...	SSN	112-66-0835	
From	02/15/2004	To	02/28/2004		
Subst. type	02	Shift substitution			

Below the data table, there are two sections:

- Daily work schedule**: A field for 'Daily work schedule' and a 'DWS grouping' field with the value '50'.
- Work schedule rule**: A field for 'Work schedule rule' with the value 'MR01' and a button labeled '10 Monday - Thur...'.

Two callout boxes are present:

- Box 8: '8. Click to validate' with an arrow pointing to the checkmark icon in the top left of the main menu bar.
- Box 9: '9. Click to save' with an arrow pointing to the save icon in the top left of the main menu bar.

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## PA61 - Substitution

The screenshot shows the SAP PA61 - Substitution screen. The top menu bar includes Time data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main area is titled "Maintain Time Data" and has tabs for List entry, Week, Month, and Year. The "List entry" tab is active. The screen displays fields for Personnel no. (5), Name (Flora Gideon), EE group (1 Regular State ...), Pers.area (FA04 DFA), EE subgroup (UE Employee), and Cost Center (383230 ZOO). Below these fields are tabs for Working times, Weekly calendar/add'l data, Time quotas, and Time managem... The "Working times" tab is active. On the left is a list of infotype text options: Absences, Attendances, Time Events, Overtime, Substitutions (highlighted), Availability, Time Transfer Specifications, and Employee Remuneration Info. On the right is a "Period" section with a radio button for "Period" and a date range from 02/15/2004 to 02/28/2004. Below this are several radio button options: Today, Curr.week, A11, Current month, From curr.date, Last week, To current date, Last month, Curr.period, and Current Year. A "Choose" button is at the bottom of the "Period" section. Below the list of infotype text is a "Direct selection" section with an "Infotype" field containing "Substitutions" and an "STy" field. At the bottom left, a status bar shows "Record created" with a checkmark icon. A white box with black text "You will receive this message" is overlaid on the bottom right of the screen.

Personnel no. 5  
Name Flora Gideon  
EE group 1 Regular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E...  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
Period  
Fr. 02/15/2004 To 02/28/2004  
Today Curr.week  
A11 Current month  
From curr.date Last week  
To current date Last month  
Curr.period Current Year  
Choose

Direct selection  
Infotype Substitutions STy

Record created

You will receive this message

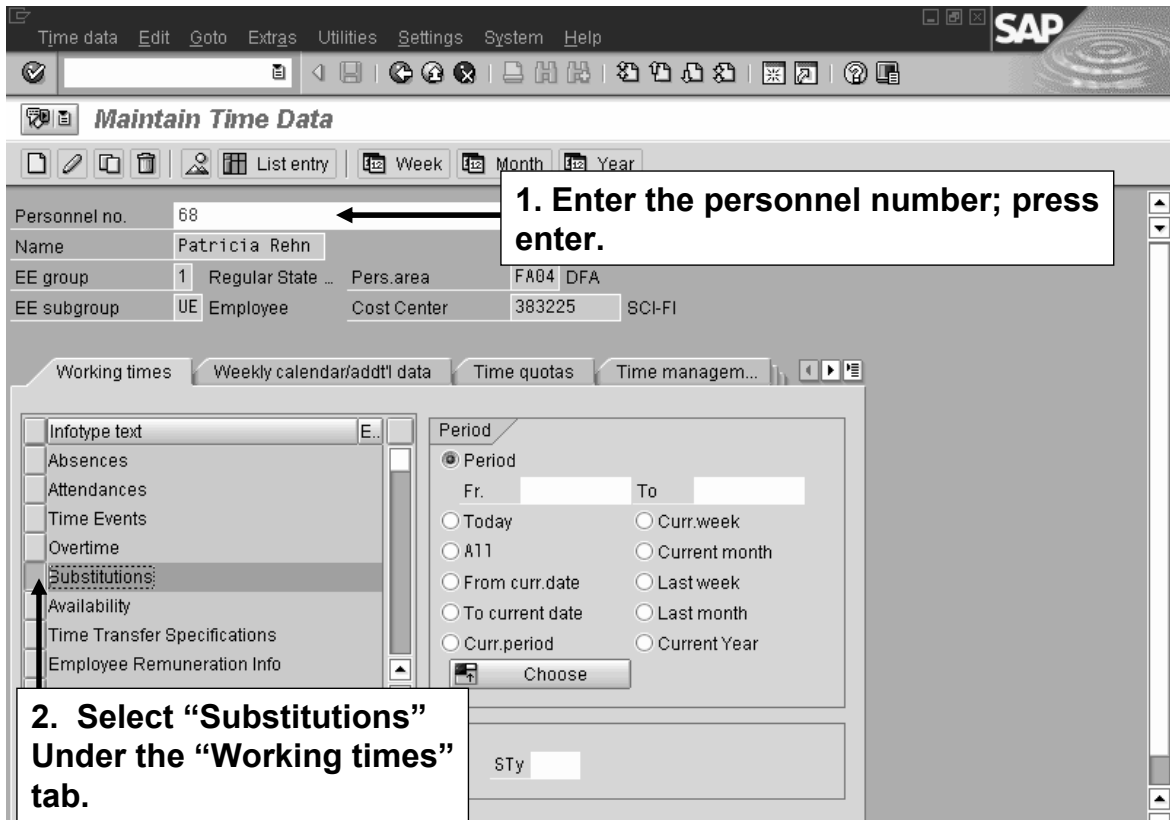
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By creating this substitution record, the employee's work schedule in infotype (0007 – Planning Working Time) will be overridden for this period of time.



# PA61 - Substitution



**1. Enter the personnel number; press enter.**

Personnel no. 68  
 Name Patricia Rehn  
 EE group 1 Regular State ... Pers.area FA84 DFA  
 EE subgroup UE Employee Cost Center 383225 SCI-FI

**2. Select "Substitutions" Under the "Working times" tab.**

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..  
 Absences  
 Attendances  
 Time Events  
 Overtime  
 Substitutions  
 Availability  
 Time Transfer Specifications  
 Employee Remuneration Info

Period  
☒ Period  
 Fr. To  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year  
 Choose

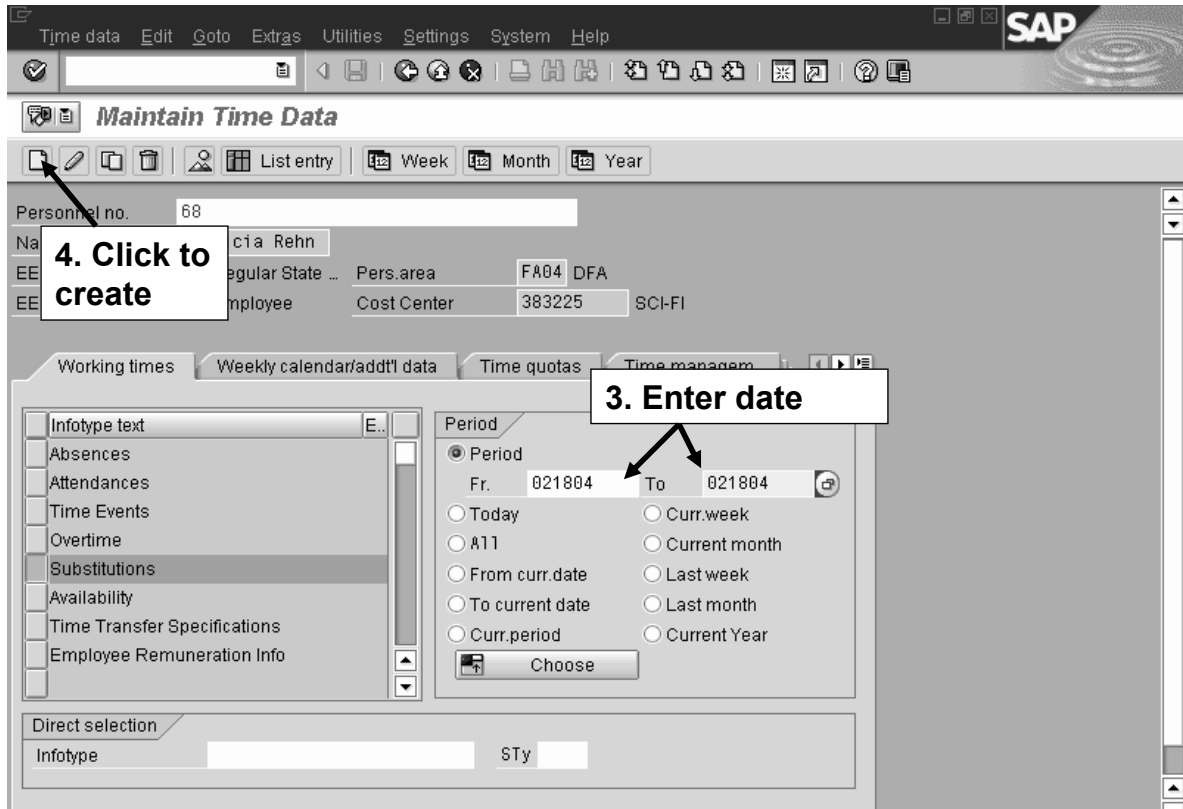
STy

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An exempt employee has a temporary schedule change for one week. Since AASIS does not allow the recording of an absence such as SICK on a scheduled day off, the change in the work schedule must be recorded to allow an absence to be entered.

# PA61 - Substitution



The screenshot shows the SAP PA61 - Substitution screen. The title bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main window is titled 'Maintain Time Data'. It features a list of infotypes on the left, including 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. The 'Substitutions' infotype is selected. The right pane shows the 'Period' field with 'Fr. 021804' and 'To 021804'. Below this are radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of the radio button group. The bottom of the screen has a 'Direct selection' section with an 'Infotype' field and a 'STy' field.

**4. Click to create**

**3. Enter date**

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In the Period field, enter a date that you are substituting as a day off for a normally work day. Because an exempt employee's work schedule is defined in the system, we have to specify an off day for the employee.



# PA61 - Substitution

Infotype Edit Goto Extras System Help

**Create Substitutions**

Personnel No 68 Na  
EE group 1 Regular State Em... Pe  
WVS rule MF01 5x8 Mond... SS

**5. Click the drop-down button**

Daily work schedule  
Daily work schedule

**6. Double-click**

Work schedule rule  
Work schedule rule

Restrictions

DWS grouping: 50

Daily...	V	Daily WS t...	Plnd hrs	Work st...	Work e...	Start date	End date
10.0		10.00 hours	10.00	08:00:00	18:00:00	01/01/1900	12/31/9999
12.0		12.00 hours	12.00	08:00:00	20:00:00	01/01/1900	12/31/9999
4.0		4.0 hours	4.00	08:00:00	12:00:00	01/01/1900	12/31/9999
4.5		4.5 hours	4.50	08:00:00	12:30:00	01/01/1900	12/31/9999
5.5		5.50 hours	5.50	08:00:00	13:30:00	01/01/1900	12/31/9999
6.0		6.0 hours	6.00	08:00:00	14:00:00	01/01/1900	12/31/9999
6.5		6.50 hours	6.50	08:00:00	14:30:00	01/01/1900	12/31/9999
7.0		7.0 hours	7.00	08:00:00	15:00:00	01/01/1900	12/31/9999
8.0		8.0 hours	8.00	08:00:00	16:00:00	01/01/1900	12/31/9999
8.5		8.5 hours	8.50	08:00:00	16:30:00	01/01/1900	12/31/9999
9.0		9.0 hours	9.00	08:00:00	17:00:00	01/01/1900	12/31/9999
DAY		00:00-24:00	8.00	08:00:00	16:00:00	01/01/1900	12/31/9999
OFF		Off Day	0.00			01/01/1990	12/31/9999
OPEN		00:00-24:00	24.00	00:00:00	24:00:00	01/01/1900	12/31/9999

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## PA61 - Substitution

The screenshot shows the SAP PA61 - Substitution screen. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Create Substitutions'. Below this, there are tabs for 'Personal work schedule', 'Substitution', 'External services', and 'Help'. The 'Personal work schedule' tab is active. The form contains the following fields:

Personal work schedule	
Name	Patrici...
Status	Active
EE group	1 Regular State Em...
Personnel ar	FA04 DFA
WS rule	MF01 5x8 Mond...
SSN	126-60-6237
From	02/18/2004
To	02/18/2004
Subst. type	02 Shift substitution
Daily work schedule	DFF
DWS grouping	50
Work schedule rule	

Annotations:

- 7. Click to validate (points to the checkmark icon in the top left toolbar)
- 8. Click to save (points to the save icon in the top left toolbar)

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## PA61 - Substitution

The screenshot shows the SAP PA61 - Substitution screen. The title bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The main menu bar has 'Maintain Time Data'. Below this, there are tabs for 'List entry', 'Week', 'Month', and 'Year'. The employee information section shows 'Na', 'Regular State ...', 'Employee', 'Pers.area', 'FA04', 'DFA', 'Cost Center', '383225', and 'SCI-FI'. The 'Working times' tab is selected, showing 'Weekly calendar/add'l data' and 'Time quotas'. The 'Period' field is highlighted with a callout '9. Enter a date', showing 'Fr. 02/21/2004 To 02/21/2004'. The 'Infotype text' list on the left includes 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. The 'Direct selection' section shows 'Infotype' as 'Substitutions' and 'STy'. A callout '10. Click to create' points to the 'Record created' status bar at the bottom. A callout 'You will receive this message' points to the 'Record created' status bar.

10. Click to create

9. Enter a date

You will receive this message

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In the Period field, enter the date that you are substituting for the employee's normally day off for a work day.



## PA61 - Substitution

**Create Substitutions**

Personnel No: 68  
EE group: 1 Regular State Em.  
WS rule: MF01 5x8 Mond...

**11. Click the drop-down button**

Daily work schedule  
Daily work schedule

**12. Double-click the appropriate hours**

DWS grouping: 50

DWS^V	Daily WS t...	Plnd hrs	Work St...	Work e...	Start date	End Date
10.0	10.00 hours	10.00	08:00:00	18:00:00	01/01/1900	12/31/9999
12.0	12.00 hours	12.00	08:00:00	20:00:00	01/01/1900	12/31/9999
4.0	4.0 hours	4.00	08:00:00	12:00:00	01/01/1900	12/31/9999
4.5	4.5 hours	4.50	08:00:00	12:30:00	01/01/1900	12/31/9999
5.5	5.50 hours	5.50	08:00:00	13:30:00	01/01/1900	12/31/9999
6.0	6.0 hours	6.00	08:00:00	14:00:00	01/01/1900	12/31/9999
6.5	6.50 hours	6.50	08:00:00	14:30:00	01/01/1900	12/31/9999
7.0	7.0 hours	7.00	08:00:00	15:00:00	01/01/1900	12/31/9999
8.0	8.0 hours	8.00	08:00:00	16:00:00	01/01/1900	12/31/9999
8.5	8.5 hours	8.50	08:00:00	16:30:00	01/01/1900	12/31/9999
9.0	9.0 hours	9.00	08:00:00	17:00:00	01/01/1900	12/31/9999
DAY	00:00-24:00	8.00	08:00:00	16:00:00	01/01/1900	12/31/9999
OFF	Off Day	0.00	::	::	01/01/1990	12/31/9999
OPEN	00:00-24:00	24.00	00:00:00	24:00:00	01/01/1900	12/31/9999

14 Entries Found

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The number of hours substituting will depend upon the current work schedule hours. If the employee normally works an 8 hour day, you would choose 8.0; if the employee normally works 10 hours per day, you would choose 10.0, etc.



## PA61 - Substitution

**13. Click to validate**

**14. Click to save**

**Create Substitutions**

Personal work schedu... nment External services

Name Patrici... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

WS rule MF01 5x8 Mond... SSN 126-60-6237

From 02/21/2004 To 02/21/2004

Subst. type 02 Shift substitution

Daily work schedule

Daily work schedule 3.0 DWS grouping 50

Work schedule rule

Work schedule rule

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# PA61 - Substitution

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 88  
Name Patricia Rehn  
EE group 1 Regular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383225 SCI-FI

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
☒ Period  
Fr. 02/21/2004 To 02/21/2004  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year  
Choose

Direct selection  
Infotype Substitutions STy

☒ Record created

**You will receive this message**

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